



REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (PMOB-BAC) will undertake **procurement for the Provision of Internet Connection Service at TMO Romblon, Romblon** in accordance with **Section 53.9, Small Value Procurement**, of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are the following:

- a. Name of Project : **Provision of Internet Connection Service at TMO Romblon, Romblon**
- b. Reference No. : **BAC-BGS-017A-2025**
- c. Approved Budget for the Contract (ABC) : **Php 137,500.00**
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description/ Specification :

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Amount (in Php)
1	1	Lot	Provision of Internet Connection Service at TMO Romblon, Romblon <i>See Terms of Reference (TOR) – Annex "A"</i>	137,500.00	137,500.00
TOTAL Amount (in Php)					137,500.00

Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

- f. Delivery Site : **PPA TMO Romblon, Romblon**
- g. Duration : **Twelve (12) months**
2. The duly conformed **Terms of Reference (Annex "A")** and duly accomplished **Price Quotation Form (Annex "B")** and **Omnibus Sworn Statement (Annex "C")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's / Business permit; and b) Valid PhilGEPS Registration / Registration Number; shall be submitted in a sealed envelope by mail, courier or hand carried to the PMOB-BAC on or before **9:00 a.m. of 04 December 2025** at the **Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

COMPANY: (Indicate the name of the Company)
NAME OF PROJECT: (Indicate the name of the Project)

JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

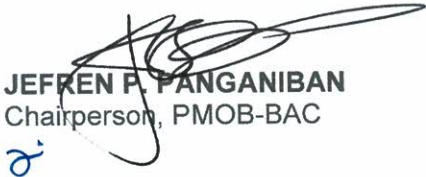
Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

Bids will be opened at 10:00 a.m. of the same date.

- 3. Prospective bidder shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, organizations, cooperatives duly organized under laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino Business partner.
- 4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
- 5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
- 6. The project shall be awarded to the winning supplier determined to be the Single or Lowest Calculated and Responsive Quotation.
- 7. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
- 8. To guarantee the faithful performance of the winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms:

Form of Security	Minimum Amount % of Total Contract Price
Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft or Irrevocable Letter of Credit	Five Percent (5%)
Bank Guarantee	Five Percent (5%)
Surety Bond	Thirty Percent (30%)

- 9. A warranty security shall be required from the winning bidder for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.
- 10. The contractor/service provider must have a functional OSH policy and program as provided in pertinent rules and regulations.
- 11. For the information, you may contact BAC Secretariat Head at Telephone No. **(043) 723-0164**.


JEFFREN P. PANGANIBAN
Chairperson, PMOB-BAC

TERMS OF REFERENCE

Provision of Internet Connection Service at TMO Romblon, Romblon

1. INTRODUCTION

One of the major requirements of the new media is the availability of internet facility that has efficient capability to access electronic data and information from different sources and share to the port clients, especially in processing of Online Application for various PPA permits/documents.

With the new development in port operations process, it is expected that this will pave the way for a healthy exchange of information, smooth integration process and ease of doing business between PPA and its clients.

2. OBJECTIVE

To provide online access to public/port users/shipping lines for the submission of advance vessel arrival notices and to cater transactions using iPorts, TAPPPS, accreditation and PTO online application.

3. APPROVED BUDGET FOR THE CONTRACT

The ABC is **ONE HUNDRED THIRTY SEVEN THOUSAND FIVE HUNDRED PESOS (Php 137,500.00)**, Philippine Currency inclusive of VAT.

4. SCOPE OF WORK

The project covers the following:

- 4.1. Engagement of ISP from PPA, TMO Romblon to the provider's Internet facility;
- 4.2. Subscription of the Internet Connection for a period of twelve (12) months from Issuance of Notice to Proceed;
- 4.3. Provision of diagnostic reports and update in case of connection failure;
- 4.4. Provision of monthly utilization graphs and/or MRTG tool for monitoring of link quality and bandwidth utilization;
- 4.5. Provision of maintenance service and 24x7 technical support;
- 4.6. Entering into a Service Level Agreement which defines parameters of rebates for non-performance, etc. and
- 4.7. If in case PPA, TMO Romblon transfers to a new office location, the Provider must transfer the connection to the new location at no cost PPA.

5. TECHNICAL REQUIREMENTS

- 5.1. ISP shall submit detailed work plan specifying installation design, detailed activities, connectivity diagram from end user premise up to the last mile

and timelines in order to determine compatibility with the existing TMO Romblon Local Area Network configuration and TMO Romblon building's electrical power rating. Bidders are required to conduct site inspection.

5.2. The technical requirements and evaluation parameters are as follows:

- Speed requirement: Dedicated Internet Access 20Mbps upload/download.
- In case of share channel, the minimal guarantee bandwidth should be clearly mentioned in the proposal.
- Connection should be of cable type, preferably fiber-optic; wireless solutions may be considered.
- Service reliability must be ensured. Overall uptime should not be less than 99%.
- Data confidentiality guarantee; Provider may not scan traffic (if this should be done for finding problems in the network a prior TMO Romblon agreement must be obtained).
- All necessary hardware, cabling and software (if required for Internet service) should be provided and set up by the provider.
- Offer or should provide a backup.
- Free and unlimited technical support.
- Quality of Service.
- Fiber optic connectivity from the ISP to the Internet backbone.

6. TERMS AND CONDITION

6.1. Obligations and Responsibilities of the Contractor

- 6.1.1. Attend to field trouble call and perform the necessary check-up and repair, free of charge and without additional cost to PPA.
- 6.1.2. Prior to the conduct of actual services, the CONTRACTOR shall inform the PPA representative its schedule of service to be undertaken at least one (1) day before scheduled service.
- 6.1.3. The CONTRACTOR guarantees and warrants availability, quality and genuineness of all materials, supplies and accessories to be delivered and used in the rendition of service under the Contract. It shall in its own account and expense rectify any defect(s) which may be discovered in accordance with the provision of Section 62 of the 2016 Revised IRR of R.A. 9184.
- 6.1.4. The CONTRACTOR agrees and binds itself to hold PPA free and blameless from any damage, claims, liabilities, or legal actions which may be brought by any third party whomsoever by reason of this Contract.

- 6.1.5. The CONTRACTOR shall strictly comply with all existing PPA rules, regulations, policies, and guidelines.
- 6.1.6. The CONTRACTOR agrees and obligates itself to restore to its original condition, on its own account, any facility belonging to PPA and / or public and private property which are damaged or in any manner adversely affected by the CONTRACTOR in connection with the performance of its obligations under the Contract.
- 6.2. To guarantee the faithful performance of the winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms:

Form of Security	Minimum Amount % OF Total Contract Price
Cash, Certified check, cashier's Check, manager's check, bank draft or irrevocable letter of credit	Five Percent (5%)
Bank Guarantee	Five Percent (5%)
Surety Bond	Thirty Percent (30%)

6.3. RIGHTS AND AUTHORITY OF PHILIPPINE PORTS AUTHORITY

- 6.3.1. Grant the Contractor the sole and exclusive **Contract for the Provision of Internet Service at TMO Romblon, Romblon** within its vicinity subject to the scope of undertaking to be prescribed thereafter.
- 6.3.2. PPA may cause the removal/change of personnel who violated existing laws, PPA rules and regulations and those who are found incompetent.
- 6.3.3. PPA may cancel/rescind or terminate the contract in case of unsatisfactory service provided by the CONTRACTOR.

6.4. ISP's Liability

The employees of the ISP are not employees of PPA; PPA shall not in any way be liable or responsible for any physical injury or damages, including death sustained or caused by any of the employees of the ISP whether or not occurring during the performance of their duties. The ISP agrees and binds itself to indemnify the PPA for whatever injuries or damages caused or occasioned or contributed to by failure, negligence or conduct of the ISP arising out of or in connection with or on the occasion of the performance of this agreement. The ISP shall at all times, stand solely liable and responsible for the enforcement of, and compliance with existing laws, rules and regulation and binds itself to save and hold PPA free and harmless from any liability in respect thereof and or arising therefrom and/or by reason of this Terms of Reference (TOR) and its implementation.

7. IMPLEMENTATION TIMELINE

All installation works shall be accomplished, and connection launched within 15 days after the signing of the Contract.

8. PROJECT PROCUREMENT AND REQUIREMENTS AND PROCEDURE

The procurement of the project shall be made through Alternative Mode of Procurement particularly **Small Value Procurement** in accordance with Sec. 53.9 of the 2016 Revised IRR of RA 9184.

Recommending Approval:


MARGARITA EMELYN B VILLAMOR
End-User / Division Manager A, Administrative Division

Approved by:


AURORA A MENDOZA
Port Manager

Conforme:

Authorized Signatory

Price Quotation Form

Date: _____

JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

Dear **Mr. Panganiban**,

We hereby submit our quotation for the procurement of the project, entitled: **Provision of Internet Connection Service at TMO Romblon, Romblon** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Quoted Amount (in Php)
1	1	Lot	Provision of Internet Connection Service at TMO Romblon, Romblon <i>Per Terms of Reference (TOR) – Annex “A”</i>		
TOTAL Amount (in Php)					

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name / Position / Signature of Authorized Representative Over Printed Name

Name of Company

Company Address

Contact Number

Email Address

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, _____, _____, and residing at
[Name of Affiant] [Civil Status] [Nationality]

_____ [Address of Affiant]

after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of _____
[Name of Bidder] with office address at _____;
[address of Bidder]

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated
representative of _____ with
[Name of Bidder] office address at _____;
[address of Bidder]

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of _____
[Name of Bidder], I have full power and authority to do, execute and perform any and all
acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for _____
[Name of the Project] of the _____
[Name of the Procuring Entity] as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute
and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing
contract for _____
[Name of the Project] of the _____, as shown in the attached _____
[Name of the Procuring Entity] [state title of attached

document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;);

3. _____ is not "blacklisted" or barred from bidding by the
[Name of Bidder]

Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and approved for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. _____ is authorizing the Head of the Procuring Entity
[Name of Bidder] or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of _____
[Name of Bidder]

is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of _____
[Name of Bidder]

members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. _____
[Name of Bidder] complies with existing labor laws and standards; and

8. _____
[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the
_____.
[Name of the Project]

9. _____
[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of _____ at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her _____, with his/her photograph and signature appearing thereon,
[insert type of government identification card used]
with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at ____.

Witness my hand and seal this ____ day of _____.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____